

# INFORMATION-PUBLIC RELATIONS

Use this subject for correspondence and related papers pertaining to public affairs functions, including responses to public inquiries, the preparation of publications containing program information, the clearance of publications and audiovisual materials for issuance and distribution, and the promotion of program activities.

Disposal Authority:  
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF	INFORMATION-PUBLIC RELATIONS	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Audiovisual</u>	Includes promotional aids and publication materials. Subdivide by type if volume warrants: maps, charts, posters, motion pictures, recordings, photographs, and slides.	See Item 13, Records Control Schedule, for specific disposal information.	See Item 13, Records Control Schedule, for specific disposal information.
2	<u>Briefing Materials</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3	<u>Chemicals</u>			
3-1	Ethylene Dibromide (EDB)			
4	<u>Exhibits, Ceremonies, Community Projects, Fairs</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
5	<u>Freedom of Information</u>	Includes records relating to the general implementation of the Freedom of Information Act (FOIA), including notices, routine correspondence and related records.	(Item 54d) Destroy when 2 years old.	(Item 54d) Destroy when 2 years old.
5-1	Appeals	Include the appellant's letter, the reply, and related supporting documents.	(Item 54b) Destroy 4 years after final determination by ARS or 3 years after final adjudication by courts, whichever is later.	(Item 54b) Destroy 4 years after final determination by ARS or 3 years after final adjudication by courts, whichever is later.
5-2	Reports	Relating to the implementation of FOIA.	(Item 54c) FOIA Officer: Destroy when 5 years old.	N/A

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
5-3	Requests		(Item 54a(1) and (2)) Replies granting access to all requested records, replies to requests for nonexistent records, to requestors providing inadequate descriptions, and who fail to pay reproduction fees: Destroy 2 years after date of reply. (Item 54a(3)) Replies denying access to all or part of requested records: Destroy 5 years after date of reply.	Item 54a(1) and (2)) Replies granting access to all requested records, replies to requests for nonexistent records, to requestors providing inadequate descriptions, and who fail to pay reproduction fees: Destroy 2 years after date of reply. (Item 54a(3)) Replies denying access to all or part of requested records: Destroy 5 years after date of reply.
6	General Information - Public Relations, USDA Appointees			
7	<u>Invitations-Engagements</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
8	<u>Magazine Articles and Newspaper Clippings</u>	Reference material. Publications authored by ARS employees should be filed under INF 15.	(Item 48) Destroy when no longer needed for reference.	(Item 48) Destroy when no longer needed for reference.
9	<u>Manuscripts and Abstracts</u>	General correspondence.	(Item 39a) Destroy when 5 years old.	(Item 39b) Destroy when 5 years old.
9-1	Active		Retain until published.	Retain until published.
9-2	Reprint Master File	Includes full copies, tear sheets, photocopies, or reprints from various publications.	(Item 46f(2)(a)) Reprints from publications authored by ARS personnel or Information Staff (HQ): Offer to NARS when no longer needed for current activities. Destroy records NARS does not wish to accession. (Item 46f(1)) Reprints from Department series and publications printed by Government Printing Office: Destroy when no longer needed for current activities.	(Item 46f(2)(b)) Destroy when no longer needed if copy is on file with Information Staff.  (Item 46f(1)) Reprints from Department series and publications printed by Government Printing Office: Destroy when no longer needed for current activities.
9-3	Requests for Editing and Approval		(Item 46e) Information Staff (HQ): Destroy 5 years after reprint is received.	(Item 46e) Information Staff (HQ): Destroy 5 years after reprint is received.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
9-4	Review of Outside Manuscripts	For non-USDA media.	(Item 46d) Destroy when 1 year old.	(Item 46d) Destroy when 1 year old.
9-5	Unpublished		(Item 46g) PERMANENT: Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 46g) PERMANENT: Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 10-year blocks. Destroy records NARS does not wish to accession.
10	<u>Press Releases</u>		(Item 39a) General Correspondence Information Staffs: Destroy when 5 years old.	(Item 39b) Destroy when 3 years old.
10-1	Approved and Issued by ARS		(Item 42a(1)) Information Staff (HQ): PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession. (Item 42a(2)) Information Staffs (Regional): PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 42a(3)) Destroy when 2 years old.  (Item 42a(3)) Destroy when 2 years old.
10-1-1	Jobs Bill T.B. Kinney - Press Release			
10-2	Approved and Issued by Department		(Item 42b) Destroy when no longer needed for current activities.	(Item 42b) Destroy when no longer needed for activities.
10-3	Disapproved or Not Issued		(Item 42c) Destroy when 3 years old.	(Item 42c) Destroy when 3 years old.
11	<u>Privacy Act</u>		See Item 53a, Records Control Schedule, for specific disposal information.	See Item 53a, Records Control Schedule, for specific disposal information.



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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
11-1	Accounting of Disclosure Files		(Item 53c) Dispose of in accordance with approved disposition instructions for the related subject individual's records or 5 years after disclosure for which the accountability was made, whichever is later.	(Item 53c) Dispose of in accordance with approved disposition instructions for the related subject individual's records or 5 years after disclosure for which the accountability was made, whichever is later.
11-2	Amendment Case Files		See Item 53b, Records Control Schedule, for specific disposal information.	See Item 53b, Records Control Schedule, for specific disposal information.
11-3	Reports	General reports concerning the Privacy Act.	(Item 53d(2)) Destroy when 2 years old.	(Item 53d(2)) Destroy when 2 years old.
11-3-1	Annual Report to Congress		(Item 53d(1)) Privacy Act Officer: Destroy when 5 years old.	N/A
11-3-2	Annual Report on New Systems		(Item 53d(1)) Privacy Act Officer: Destroy when 5 years old.	N/A
11-3-3	Annual Report to Office of Management and Budget		(Item 53d(1)) Privacy Act Officer: Destroy when 5 years old.	N/A
12	Private Sector Initiatives and Volunteerism (from White House to Dept.)			
13	<u>Public Inquiries</u>	Use for general correspondence.	(Item 39a) Information Staffs: Destroy when 5 years old.	(Item 39b) Destroy when 3 years old.
13-1	Correspondence Referrals	Acknowledgment and transmittal of inquiries and requests that have been referred to other agencies for reply.	(Item 43) Destroy 3 months after acknowledgment and referral.	(Item 43) Destroy 3 months after acknowledgment and referral.
13-2	Requests for General Information	Includes requests <u>not</u> involving administrative action, policy decision, special compilation, or research. Includes requests for publications.	(Item 40) Destroy when 3 months old.	(Item 40) Destroy when 3 months old.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
13-3	Requests for Technical Research Information	Requests requiring compilations or research, or containing scientific or technical information regarding ARS programs.	(Item 41) Destroy when 15 years old.	(Item 41) Destroy when 15 years old.
13-3-1	Quick Environmental Scanning Technique Quest-Coastal Plain Agriculture			
14	<u>Public Opinion</u>	Use for general correspondence.	(Item 39a) Information Staffs: Destroy when 5 years old.	(Item 39b) Destroy when 3 years old.
14-1	Commendations, Congratulations, Appreciation, Introductions	Do not use for employee commendations.	See Item 50, Records Control Schedule, for specific disposal information.	See Item 50, Records Control Schedule, for specific disposal information.
14-2	Criticism and Complaints		See Item 50, Records Control Schedule, for specific disposal information.	See Item 50, Records Control Schedule, for specific disposal information.
15	<u>Public Relations</u>	Use for correspondence relating to ARS relations with the press, radio, and television.	(Item 39a) Information Staffs: Destroy when 5 years old.	(Item 39b) Destroy when 3 years old.
16	<u>Publications Issued by ARS</u>	General correspondence.	(Item 39a) Destroy when 5 years old.	(Item 39b) Destroy when 3 years old.
16-1	Newsletters		(Item 45a(1)) <u>Newsletters from Administrator Information Staff (HQ):</u> PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 10-year blocks. Destroy records NARS does not wish to accession. (Item 45b(1)) <u>Newsletters from Regional Administrators</u> Information Staffs (Regional): PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 45a(2)) Destroy after reading unless needed for reference purposes.  (Item 45b(2)) Destroy when 1 year old or sooner if not needed for year-end summaries.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
16-2	Special Reports		(Item 47a) Information Staffs: PERMANENT. Transfer to PARC when 3 years old. Offer to NARS when 10 years old. Destroy records NARS does not wish to accession.	N/A
17	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
18	Sensitive or Recurring Issues or Topics of Research (Case Files)			
	<u>Case Files</u>			
	(A) Acid Rain Information			
	Africanized Bees			
	American Type Culture			
	Collection Information			
	Animal Welfare-Humane			
	Treatment Information			
	Antibiotics and Animal			
	Feed			
	Aquaculture Information			
	(B) Bluetongue Information			
	Brucellosis Research			
	(C) Conservation Tillage			
	Information			
	Cotton-Ginning Research			
	Cotton Research Information			
	(D) Dam Safety			
	(E) Energy Information			
	(F) Fertilizers and Soil			
	Improvements Products			
	Fish and Wildlife Policy			
	Information			
	Foot and Mouth Disease			
	Information			
	(G) Genetics Engineering			
	Gypsy Moth Information			
	(H) Human Nutrition Research			
	Information			
	Human Nutrition-World Hunger			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
(I)	Impro. Products, Inc., Information			
(M)	Marketing Research Information- (Agriculture Commodities Marketing)			
(N)	National Environmental Policy Act (NEPA)			
	New Crops Information			
(O)	Organic Farming Information			
(P)	Paraquat and its Effects on Human Health Peanut Research Information Pecan Research Information Pesticides Plum Island Information Pollination and Bees Information Pollution Information Potatoes Information Pseudorabies Information			
(R)	Rabbit Research Redirections and Closeout Information Chicago, Illinois Information Minneapolis, Minnesota Information Redirections - 1984 Sidney, Montana Information Research and Education Policy Statement Research Priorities Needs Information			
(S)	Safety-Food-Intentional Poisoning of Small Farms Information Strawberry Research in ARS-Information Sugar Cane Sunflower Research Information			
(T)	Taxonomic Research Information TCK Smut in Wheat-Sugar Crops Information Tobacco Research Information Tongue River Railroad			



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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
	(U) USDA Policy on Development of Vaccines Against Foreign Animal Diseases			
	(W) Wheat Bunt Information Karnal Bunt			
19	<u>Speeches</u>  (Case Files) T.J. Army-NPS Orville G. Bentley John R. Block-Sec. USDA Issues Mary Carter T.B. Kinney, Jr. Administrator AR-Wash., D.C. National Program Staff-NPS Other	Include lectures, statements, and talks.	See Item 44, Records Control Schedule, for specific disposal information.	See Item 44, Records Control Schedule, for specific disposal information.
20	<u>Visitors, Representatives, Guests</u>	Includes arrangements for foreign and domestic visitors and visitor reports.	(Item 51) Destroy when 3 years old.	(Item 51) Destroy when 3 years old.
20-1	Visitors - VIP Letter			